

# Eastleach Parish Council

[www.eastleachparishcouncil.org](http://www.eastleachparishcouncil.org)

## Publication Scheme

Information available from Eastleach Parish Council under the Freedom of Information Act model publication scheme.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Clerk and/or website  N/A	
Postal and email address Contact details for Parish Clerk and Council members	Clerk and/or website  Clerk and/or website	
Location of main Council office and accessibility details	N/A	
Staffing structure	Clerk and/or website	
<b>Class 2 - What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Clerk and/or website	
Finalised budget	Clerk	

Precept	Clerk	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Clerk and/or website	
Financial Standing Orders and Regulations	Clerk and/or website	
Grants given and received	Clerk	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	Clerk	
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Clerk and/or website	
Parish Plan	Clerk	
Annual Report to Parish or Community Meeting	Clerk	
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A	
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee)	Clerk and/or website	

e meetings and parish meetings)		
Agendas of meetings (as above)	Clerk and/or website	
Minutes of meetings (as above) - exclude material that is properly considered to be exempt from disclosure	Clerk and/or website	
Reports presented to council meetings - exclude material that is properly considered to be exempt from disclosure	Clerk	
Responses to consultation papers	Clerk	
Responses to planning applications	Clerk	
Bye-laws	N/A	
<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>● Procedural standing orders</li> <li>● Committee and sub-committee terms of reference</li> <li>● Delegated authority in respect of officers - in standing orders</li> <li>● Code of Conduct</li> <li>● Policy statements - <i>none at present</i></li> </ul>	Clerk and/or website	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>● Internal instructions to staff and policies relating to the delivery of services</li> <li>● Equality and diversity policy</li> </ul>	Clerk and/or website	

<ul style="list-style-type: none"> <li>● Health and safety policy - <i>none at present</i></li> <li>● Recruitment policies and details of current vacancies - <i>none at present</i></li> <li>● Policies and procedures for handling requests for information</li> <li>● Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
Records management, personal data and access to information policies. Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	N/A	
<p><b>Class 6 - Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/A	
Assets register, including details of public land and building assets	Clerk and/or website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are	N/A	

recommended as good practice		
Register of members' interests	Clerk	
Register of gifts and hospitality	Clerk	
<b>Class 7 - The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Clerk	
Seating, litter bins, clocks, memorials and lighting	Clerk	
Bus shelters	Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
<b>Additional Information</b> Information not itemised in the lists above	N/A	

### Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost incurred by Council
	Photocopying @ £1 per sheet (colour)	Actual cost incurred by Council
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	None identified	